

# Chief Executive Office

## CAREER TRANSFER OPPORTUNITY



**RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY**

### **INTERMEDIATE TYPIST-CLERK**

(Immediate opening in the Children and Families' Well-Being Cluster/  
Service Integration Branch/Office of Child Care)

The Chief Executive Office Children and Families' Well-Being (CFWB) Cluster is seeking a highly motivated and well-qualified individual for the position of Intermediate Typist-Clerk in the Service Integration Branch (SIB) – Office of Child Care (OCC). SIB/OCC is currently administering an innovative child care quality rating and improvement system and is in need of excellent clerical support. This is an opportunity to join a team that is collaborative, hard-working, and focused on providing high quality services.

The successful candidate will report directly to the Program Manager, Office of Child Care and will provide full-time clerical support.

#### **Duties and Responsibilities:**

- Communicate with local Community Care Licensing offices regarding the licensing histories of participating programs. This is done electronically.
- Track Community Care Licensing responses and provide information to Case Manager.
- Track proof of participant insurance.
- Process Quality Improvement Grants, including compiling and reviewing documents, preparing agreements and securing appropriate sign-offs, tracking grant awards, and reconciling awards and invoices.
- Prepare reports as needed on the status of participant licensing histories and quality improvement grants.
- Create and maintain appropriate hard copy and electronic files.
- Enter data into the OCC database and other electronic systems as needed.
- Provide clerical support to Case Managers and team.
- Provide support as needed to OCC and SIB.

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# Chief Executive Office – Career Transfer Opportunity

Intermediate Typist Clerk

Page 2 of 2

## Desirable Experience:

- Excellent customer service skills.
- Positive attitude and the ability to work in a fast-paced environment.
- Strong knowledge of Microsoft Word, Outlook, and Excel.
- Ability to navigate systems and manage details.

## Position Requirements:

Must currently hold the payroll title of Intermediate Typist-Clerk or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

## Who to Contact:

Interested individuals should submit a resumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Thursday, June 12, 2014** and sent to:

Chief Executive Office  
Human Resources Section  
Attention: Kimberly Arias  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***